

0864

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support 21 FEB 1968

SUBJECT : Processing of Involuntary Retirement and Other
Involuntary Separation Cases

REFERENCE : Memo for DDP and DDS fr ExDir-Compt dtd 25 Jan 68,
subject: Miss [redacted]

25X1

1. This memorandum is for your information in response to referent memorandum.

25X1 2. The processing time on the [redacted] case was too great. Although it was a pilot case, it appears to me upon review that too much time was lost someplace in the process. Not all was wasted, however, because there was developed a set of procedures for processing involuntary separation cases, which procedures were approved by the CIA Retirement Board. They were developed in consonance with HR [redacted] but by the extension of some procedures not specifically provided would ensure some of the considerations for the employee afforded by HR [redacted] Involuntary Separations. A precise time estimate for the processing is difficult to arrive at because the limitations on action by the employee concerned are somewhat flexible. I do believe that under no circumstances should it take more than 60 days once the Director's decision has first been made.

25X1 3. I understand that it was the intention of the Agency in drafting the regulations which had to be approved by our Subcommittees to simplify and by simplifying abbreviate the rather detailed and time-consuming procedures under HR [redacted] when processing involuntary retirements under HR [redacted]. While I can understand our choosing a hard-nosed approach, I am not persuaded that it is necessarily wise to do less for the involuntary retiree under the CIARDS than for the involuntary separation case under any other authority. I should like, therefore, to reserve the opportunity to further examine and think through this problem and sometime in the future to perhaps make recommendations for procedural refinement.

25X1 4. I have attached a copy of a parallel presentation of the critical steps under HR [redacted] of the procedures approved by the Board as developed during the processing of the [redacted] case.

Robert S. Wattles
Director of Personnel

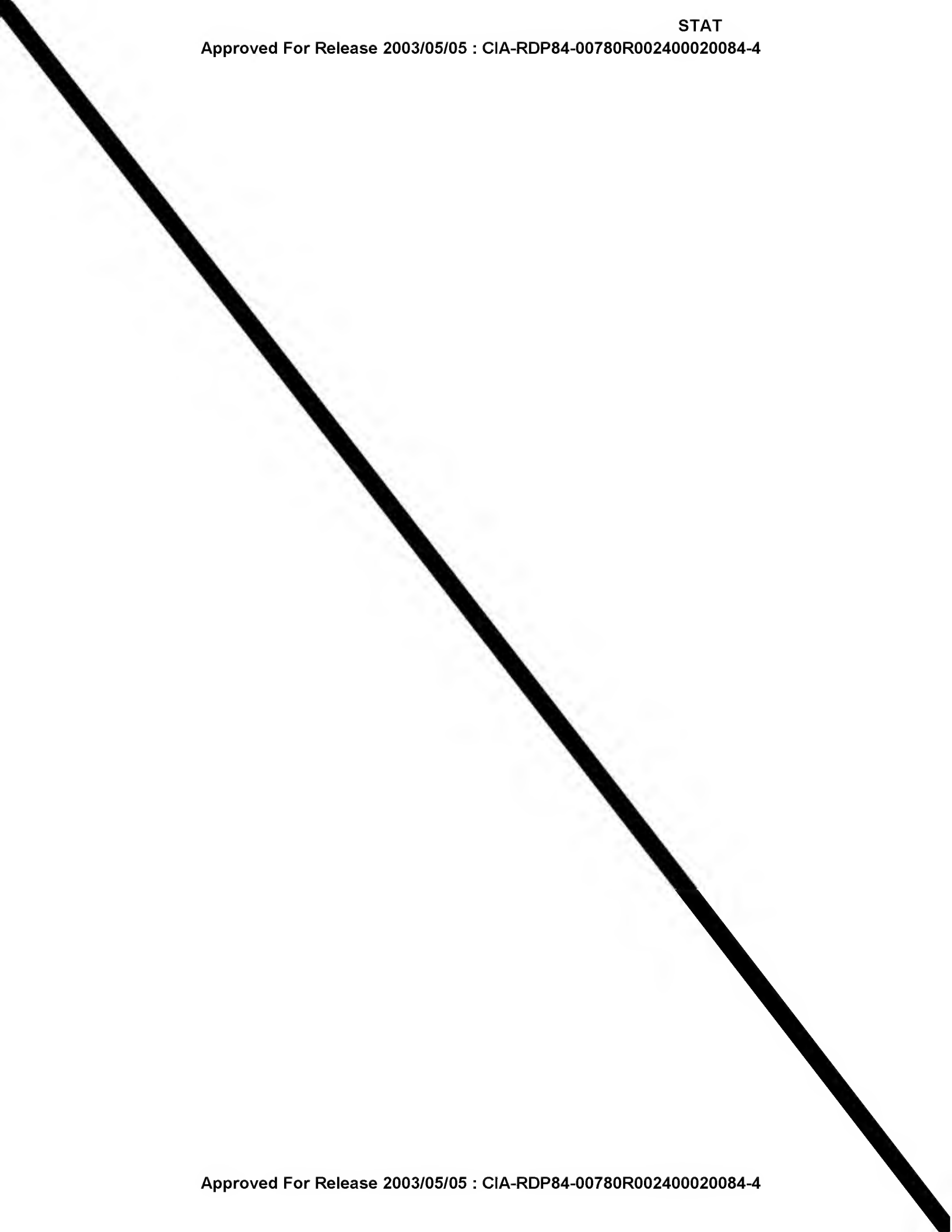
Attachment

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1 - Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020084-4
2 - D/Pers OD/Pers/RSWattles:hc (20 Feb 68)
3 - Subject

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MEMORANDUM FOR: Deputy Director for Support ~~for~~

SUBJECT : Miss [REDACTED]

REFERENCE : Memo for D/Pers fr DDS dtd 31 Jan 68,
same subject

1. This memorandum is for your information and forwards a response to the Executive Director-Comptroller's memorandum of 25 January 1968.

2. The attached memorandum for the Executive Director-Comptroller in essence, I believe, responds to your memorandum with one exception. You will note that though your paragraph 3 says this is to be a joint venture with the Deputy Director for Plans, I have not coordinated this memorandum nor the one to the Executive Director-Comptroller with Mr. Karamessines in the belief that his independent response on 2 February and the participation of his representatives on the CIA Retirement Board have amounted to the same thing.

3. Because I am unsure of what my ultimate position may be on the policy implications of the procedures developed and because the few cases which we may expect will still be groundbreaking, I intend for the time being to control them from my own desk, although it may be with more experience we will find that these involuntary cases can be handled by the same mechanism which handles other involuntary separations.

[REDACTED]
Robert S. Wattles
Director of Personnel

Atts: 2

25X1

2 Feb 1968

TO: Mr. [redacted] : Executive Director-Operations

25X1

FROM: Miss [redacted]

SUBJECT: Your Memorandum, Same Subject, 23 Jan 1968

1. This memorandum is for your information. It responds to paragraph 2, reference memorandum, in respect to notifying the Director as to procedures being established to handle expeditiously the resolution and processing of adverse personnel actions.

2. I have informed the Chiefs of the Clandestine Services Components and discussed with the Chief, Operational Services, the absolute necessity to be direct and forthright in identifying and reporting personnel problems at an early stage, to include a careful review of Fitness Report statements. In this connection, we are preparing for your consideration and that of the Director of Personnel, revised Fitness Report format and procedures designed to be more responsive (a) in bringing to the attention of supervisory officials developing problems of conduct and performance which require command action, and (b) in providing a better base to support the corrective action required.

25X1

3. Although the record of the Miss [redacted] case does not indicate a failure of the Clandestine Services to take action promptly, we recognize that in some similar instances, such as the Miss [redacted] case, undue delays occurred in this component. Please be assured that we will make every possible effort in the future to deal with our personnel problems as rapidly as is possible consistent with providing fair and considered treatment to the individual.

25X1

/s/
Thomas H. Karamessinos
Deputy Director for Plans

C/CSPS/ [redacted] /kct (2 Feb 68)

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Personnel 17
DD/S 68-0449

31 JAN 1968

MEMORANDUM FOR: Director of Personnel

25X1 SUBJECT

: Miss [REDACTED]

1. Attached is a copy of a memorandum dated 25 January 1968 from the Executive Director-Comptroller to the Deputy Director for Plans and the Deputy Director for Support, subject: Miss [REDACTED] 25X1
This memorandum transmits a report from the Inspector General on the procedures employed in the [REDACTED] case to date concluding that the process has taken an abnormally long time. The IG recommends a report of action the DD/P and the DD/S will take to avoid a future occurrence of the undue delays that have occurred in this case.

2. I am aware that this was a pilot case and that considerable time was taken in the development of procedures which may lessen the time required for future cases.

3. Please prepare a report for the Executive Director-Comptroller of the procedures which have now been established and an estimate of the time which might be required to process future cases. In accordance with the attached memorandum, this is to be a joint venture with DD/P. In addition, the procedures should be made known to the other Directorates and the Support Services.

4. In establishing your procedures for the handling of involuntary retirement cases or similar other cases of an involuntary nature it is important that the handling of these cases be centrally controlled from the Office of the Director of Personnel. This will ensure prompt action in the handling of the cases but equally important will ensure that all facets of consideration (administrative, security, legal, etc.) are fully considered in a timely manner. At any time that a phase of action on the case is delegated to a component of the Office of Personnel or outside of the Office of Personnel a deadline for this action should be established and the central record fully documented together with a follow-up system to ensure that appropriate and timely action is taken. Any case of an involuntary separation nature may have ingredients of serious dispute which affect various components of the Agency and may even have reactions outside the Agency. It is therefore extremely important that the central handling of such a case be established and that appropriate officials of the Agency be notified in a timely fashion of pertinent developments in such a case.

5. May I have your report by 20 February 1968.

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

Att.

EO-DD/S:VRT:es (30 Jan 68)

Rewritten:DD/S:RLB:ksd (31 Jan 68)

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X - DD/S Subject w/T of att

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